

Alameda County CMA  
Instructions for Application  
STP Cycle 3 LSR - October 2005

The following information is intended to assist project sponsors with completing the application spreadsheet provided by the Alameda County CMA.

<b>General Instructions</b>	
G-1	The application is an Excel spreadsheet with nine worksheets (i.e. tabs at the bottom). Each worksheet should be completed. If the CMA receives the application electronically, we'll use the Print – Entire Workbook feature to print a hardcopy. Applicants should avoid making changes to the file that will impact the Print – Entire Workbook feature.
G-2	The individual worksheets have been protected using the Protect Sheet feature without password protection. The cells in which the applicant is expected to provide information have been unlocked and can be edited. Only the unlocked cells can be selected. A convenient way to move around the worksheets is by using the “Tab” key which moves from unlocked cell to unlocked cell from top to bottom and left to right.
G-3	Project applicants intending to submit the application electronically should save the completed application with a filename unique to the project that begins with an indication of the sponsoring agency's name. For example, “Piedmont-MainStreet-Rehab.xls”
<b>Specific Line Number Instructions</b>	
Line 1	The Project Title should be limited to 50 characters. The preferred convention is for the Project Title to identify the facility first followed by an indication of the type of work and the limits of the work along the facility. For example, “Main Street – Resurface from First to Third.”
Line 2	Identify the County in which the project limits are contained.
Line 3	Identify the Project Sponsor. The Sponsor is typically the agency to which the funds are programmed, i.e. identified in the programming document.
Line 4	Identify the Implementing Agency. The Implementing Agency is typically the agency which incurs and manages the project costs eligible for reimbursement.
Line 5	For existing projects with Caltrans involvement, provide the Caltrans Expenditure Authorization number (EA). Caltrans uses EA numbers to track and manage projects.
Line 6	For existing projects in the STIP, provide the Planning and Programming number (PPNo).
Line 7	For existing projects in the TIP, provide the TIP ID from MTC's TIP database.
Line 8	Provide the name of the individual responsible for submitting the application. (Note: Any correspondence or inquiries regarding the application/project will be addressed to the Project Contact listed on lines 93 through 95.
Line 9	Provide the telephone number of the individual responsible for submitting the application.
Line 10	Identify the “Mode” associated with the project from the choices provided.
Line 11	Identify the “Type” associated with the project from the choices provided.
Line 12	Identify the “Purpose” associated with the project from the choices provided.

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Line 13	Provide a Project Description in 200 characters or less which identifies each facility, e.g. street, highway, right of way, etc. on which work is proposed and include a general description of the type of work proposed for each facility.
Line 14	Provide information, if necessary, in addition to the 200 characters maximum included in Line 13.
Line 15	Provide a description of the transportation problem to be addressed by the proposed project. (Note: The transportation problem to be addressed can be related to the project eligibility requirements for a programming cycle. Applicants are encouraged to review each cycle's or program's criteria prior to submitting applications.)
Line 16	Provide a description of any bicycle and/or pedestrian improvements incorporated into the project scope including the limits of such improvements along each facility.
Line 17	For projects on a State Highway facility provide the Route number.
Lines 18 thru 19	For projects on a State Highway facility provide the beginning and ending Post Miles and Kilometer Posts.
Line 20	Identify the Area of the project as Urbanized, Non-urbanized or Both. Most of Alameda County is considered urbanized.
Line 21	Provide the State Assembly District(s) in which the project limits are contained.
Line 22	Provide the State Senate District(s) in which the project limits are contained.
Line 23	Provide the U.S. Congressional District(s) in which the project limits are contained.
Line 24	Provide a Project Location Map that shows the location of the project within the Sponsor's jurisdiction. Indicate the electronic format of the Project Location Map being submitted.
Line 25	Provide a Project Limits Map that shows the limits of work along each facility included in the project. Indicate the electronic format of the Project Limits Map.
Line 26	List each facility, e.g. street, path, highway, right of way, etc. and the limits of work along each facility included in the project.
Lines 27 thru 33	Provide the estimated costs for each of the phases listed. The Total Estimated Costs (All Phases) on Line 33 is automatically calculated.
Lines 34 thru 65	Provide the anticipated fund sources for each phase. Each phase for which STP funds are applied must have a source of local matching funds identified that represents a minimum of 11.47% of the combined STP and local matching fund amount. The total funding for each phase should be identified.
Line 66	The Total Funding on Line 66 will be calculated automatically and used to determine the Project Surplus/(Shortfall) on Line 68.
Line 67	The Total Estimated Costs (All Phases) is automatically brought forward from Line 33 to calculate the Project Surplus/(Shortfall) on Line 68.
Line 68	The Project Surplus/(Shortfall) will be automatically calculated.
Lines 69 thru 79	Provide the current schedule dates in a Month/Year format for the future project milestones listed. Dates for milestones that have already been achieved should be provided in a Month/Day/Year format.

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Lines 80 thru 91	Provide responses to the Federal Screening Criteria.
Line 92	The Sponsor's Agency Name is automatically brought forward from Line 3.
Lines 93 thru 104	Provide the Project Sponsor Contact information. All communications related to the project application and proposed funding will be directed to the Project Sponsor Contact.
Line 105	Declare whether or not the Implementing Agency is the same as the Sponsor. The Implementing Agency is typically the agency managing and incurring the project costs for which reimbursement will be requested.
Line 106	The Implementing Agency's name is automatically brought forward from Line 4.
Lines 107 thru 118	If the Implementing Agency is different from the Sponsor, provide the Implementing Agency Contact information.
Line 119	Provide any additional information related to the project and relevant to the programming of the funds that is not provided elsewhere in the application.